



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

February 16, 2016

UDELL, RANDY A. , TREASURER
DEMOCRATIC PARTY OF WISCONSIN
15 N. PINCKNEY SUITE 200
MADISON, WI 53703

Response Due Date

03/22/2016

IDENTIFICATION NUMBER: C00019331

REFERENCE: AMENDED DECEMBER MONTHLY REPORT (11/01/2015 - 11/30/2015),
RECEIVED 01/25/2016

Dear Treasurer:

This letter is prompted by the Commission's preliminary review of the report referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **Failure to adequately respond by the response date noted above could result in an audit or enforcement action.** Additional information is needed for the following 2 item(s):

1. Please amend your report by providing the address for each disbursement itemized on Schedule(s) H4 supporting Line(s) 21(a). (11 CFR §§104.3(a)(4) and 104.10(4))
2. Schedule H4 of your report discloses a reimbursement(s) to an individual(s) for the following apparent travel and subsistence advances in which the total amount reimbursed exceeds \$500: "travel."

When the reimbursement amount to an individual for travel and subsistence advances exceeds \$500, the payments by an individual that make up the reimbursement have to be itemized as memo entries regardless of the amount. Each memo entry must include the complete name and address of the original vendor, as well as the date, amount and an adequate purpose. Please amend your report to include the missing information and clearly identify on the Schedule H4, which reimbursement each memo entry relates to. (11 CFR § 104.10 and 104.17, and Advisory Opinion 1996-20, footnote 3)

Please note, you will not receive an additional notice from the Commission on this matter. Adequate responses must be received by the Commission on or before the due date noted above to be taken into consideration in determining whether audit action will be initiated. Failure to comply with the provisions of the Act may also result in an

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enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action. **Requests for extensions of time in which to respond will not be considered.**

Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you should have any questions regarding this matter or wish to verify the adequacy of your response, please contact me on our toll-free number (800) 424-9530 (at the prompt press 5 to reach the Reports Analysis Division) or my local number (202) 694-1143.

Sincerely,

A handwritten signature in black ink that reads "Kaitlin E. Seufert". The signature is written in a cursive, flowing style.

Kaitlin Seufert
Sr. Campaign Finance & Reviewing Analyst
Reports Analysis Division